

Reports - 1

Chief, Management Staff

16 April 1969

Chief, Records Management Staff

Report for Week Ending 8 April 1969

1. Contributions

a. Measurable

- (1) The Records Center Received 1123 Cu. ft. of inactive records. This is the largest volume of receipts in one week this fiscal year. Seventy cu. ft. of records were burned.
- (2) Four new and six revised forms were completed.

b. Intangible

- (1) In cooperation with IAR Staff, DD/P, revised the Routing and Record Sheet to provide for the pre-insertion of certain material and prepunching for Acco filing.

2. Assignments - Active

a. Forms

- ✓ (1) Four new and 15 revised forms in process.
- ✓ (2) Teletype Dissemination Information Reports and Systems.
- ✓ (3) Revision of Dispatch Form. DD/P has promised a reply by 22 April.
- ✓ (4) Improved Management of Stocked Forms.
- ✓ (5) Uniform Information Report.
- ✓ (6) Evaluation of Information Reports.
- ✓ (7) Agency Chain Envelope.
- ✓ (8) New Building Project. Revised Biographic Data Form printed. Modification of Security Badges System in process.

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b. Shelf Filing

- (1) Office of Personnel.
- (2) Acquisition Branch Library/OCR.
- (3)  Contact Division. Procurement Division is waiting for bids.

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c. Filing Systems

- (1) GUR/FOD Translation Index.
- (2) Contract Personnel Division/OP Card Index.
- ✓ (3) Graphics Register Film Index.
- ✓ (4) FA/DD/P. Elevator Card File for Pseudo Cryptonym File. Acquisition received for equipment. We are trying to see if surplus equipment now in the warehouse and another places of equipment not needed any longer by OCR can be used.

d. Audit and Revision of Records Control Schedules

- (1) OCR
- (2) OO/FOD. Revised schedule completed and forwarded for review. Detected 52 "bootleg" forms in process of making audit of schedule.

e. Special Projects

- (1) OCI has requested "on-the-job" training for  their new Area Records Officer.
- ✓ (2) Revision and Reorder of Overnight Storage Boxes.
- ✓ (3) DD/P Support Records. Survey now being made in PP Staff.
- ✓ (4) Predecessor Agency Records (OOL, SSU, and CIB).
- ✓ (5) Revision of training material to be used by OCR. Preparation of training aids in process.

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f. Vital Material

- (1) Representatives of OCR were indoctrinated in the Vital Materials procedures in the Repository.

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(1) Five members of the Staff attended the OAM luncheon.

(2) The newly appointed Records Officer for the AE Division has been responsible for the transfer of some inactive records to the Center in one week that had been accomplished in over a year.

25X1 (3) OAM has selected [redacted] as their new Area Records Officer to replace [redacted] who is transferring to [redacted]

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ILLEGIB

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Distribution:

Orig - Addressee

25X1

1 - [redacted]  
1 - [redacted]  
1 - [redacted]  
1 - [redacted]

25X1

1 - RMS (yellow) REPORTS -1)  
1 - [redacted] (Records Center  
1 - [redacted] (Repository)

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Mgt/S/RMS/[redacted] (10 April 1959)

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